

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Food & Beverage Receiving Clerk

POSITION NUMBER: ON GOING

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position. All applicants are subject to testing.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required. (**Copy of either document must be submitted with application**)

SKILLS:

- ☐ Must have good math skills. (**Test required**)
- ☐ Good communication skills.
- ☐ Computer comfortable, with experience in MS Office, Excel and Word (Test required).
- ☐ Good organizational and filing skills.

EXPERIENCE:

- ☐ Minimum of six (6) months customer service experience.
- ☐ Minimum of two (2) years food service background including knowledge of food and beverage specifications.
- ☐ Minimum of two (2) years receiving experience preferred.

OTHER REQUIREMENTS:

- ☐ Must be 21 years of age or older. (**Attach documentation with application**)
- ☐ Must be able to obtain and hold a Food Handler's permit within 60 days from date of hire.
- ☐ Must be certified through the National Restaurant Association SERV SAFE program within 90 days from date of hire.
- ☐ Knowledge of HACCP – Hazard Analysis Critical Control Point.
- ☐ Must have a current valid state driver's license, a reliable vehicle, and proof of insurance. (**Attach copies with application**)
- ☐ Must be able to pass an agility test to determine if physically capable to perform the essential functions of the job.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work all TGO sites, the "New" Tulalip Casino, the Quil Ceda Creek Casino, and Bingo.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and /or holidays
- ☐ Must have successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Ability to stand, sit, stoop, bend, reach, climb, kneel, crouch, crawl, etc. for extended periods of time.
- ☐ Tolerance to work in a smoke, heat and hot surface environment.
- ☐ Manual and finger dexterity for handling routine paperwork.
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time.
- ☐ Ability to lift up to 75 lbs. on a consistent basis.
- ☐ Use of caustic chemicals

Casino Department: Finance

Employee Classification: Non-exempt

Job Summary: Receives orders from vendors and suppliers on a daily basis. Records received project into inventory control system (program). Works directly with Casino Food & Beverage to ensure products received meet required specifications. Assists departments with the organization and storage of received goods.

Employee Reports To: Purchasing Supervisor or designee

Extent of Job Authority: To acts as receiving clerk for equipment and supplies in accordance with policies and procedures, and Tribal Gaming regulations for Casino Food & Beverage.

Specific Duties Performed:

1. Verify items delivered are in accordance with terms on valid TGO purchase order and/or specification requirements.
2. Logs all items coming into the TGO Food & Beverage Department.
3. Deliver (or oversee delivery of) ordered items to designated areas.
4. Attaches metal, pre-numbered identification on all fixed assets.
5. Assures compliance with all Tribal, TGO, and departmental policies and procedures.
6. Assists purchasing clerks as needed.
7. Assists departments with the organization, cleanliness, and storage of goods.
8. Data entry as needed into software databases (Accounting & Food & Beverage).
9. Must maintain high standards of quality and appearance for all food products purchased.
10. Maintains proper food handling and sanitation in compliance with local health codes.
11. Informs Food & Beverage Management of any inventory variances.
12. Informs Food & Beverage Management of product delivered that does not meet specifications, prior to accepting.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$15.43 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**